

Billing Error Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a billing error that has occurred in your recent invoice.

Invoice Number: [Insert Invoice Number]

Amount Billed: [Insert Incorrect Amount]

Correct Amount: [Insert Correct Amount]

We sincerely apologize for any inconvenience this may have caused and are committed to resolving this matter promptly. A corrected invoice will be issued to you shortly.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]